

# Four-County Community Services, Inc. Weatherization Assistance Program

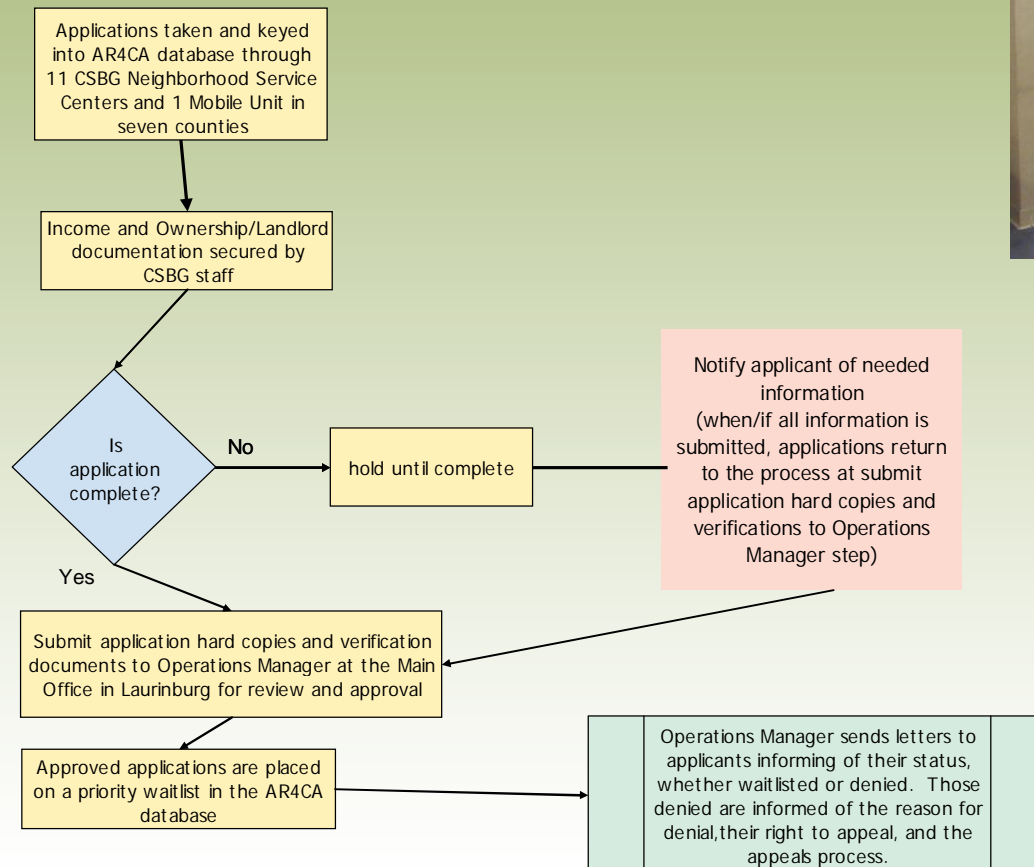


Presented by: Kim Clark

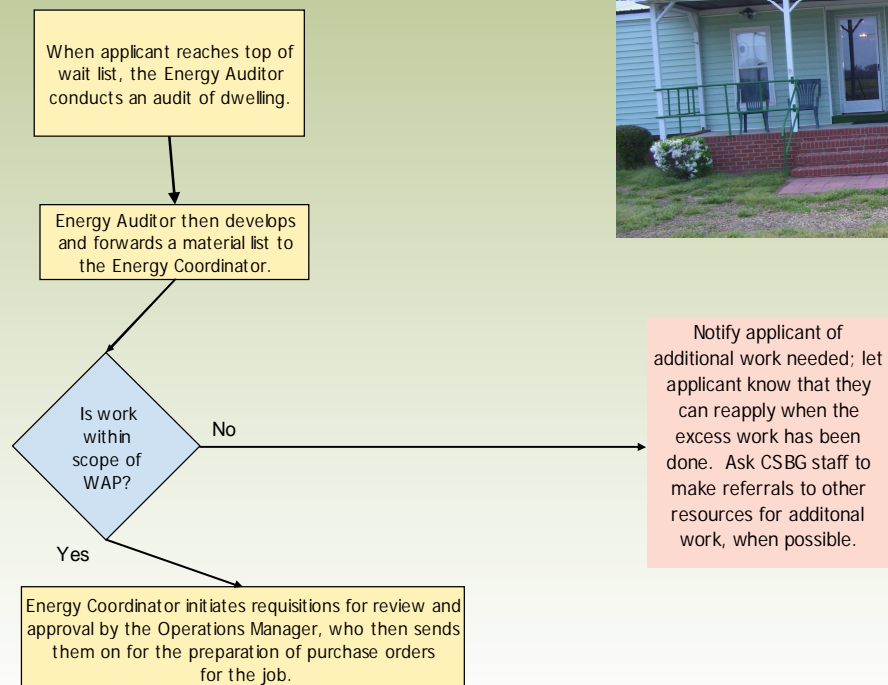
# About us:

- Private, nonprofit founded in 1964
- Serve Bladen, Brunswick, Columbus, Hoke, Pender, Robeson and Scotland Counties
- Governed by a 45-member Board of Directors
  - Representation from each of the 7 counties
  - 1/3 private sector, 1/3 public sector, 1/3 client sector
- Audit reviews reflect no questioned costs for the past 20 years
- Programs operated include:
  - Community Services Block Grant Program
  - Head Start Program
  - Heating Air Repair/Replacement Program
  - More at Four
  - Section 8 Housing Assistance Program
  - Urgent Repair Program
  - Weatherization Assistance Program

# The Weatherization Process: Intake



# The Weatherization Process: Energy Audit



# The Weatherization Process: Work Performance

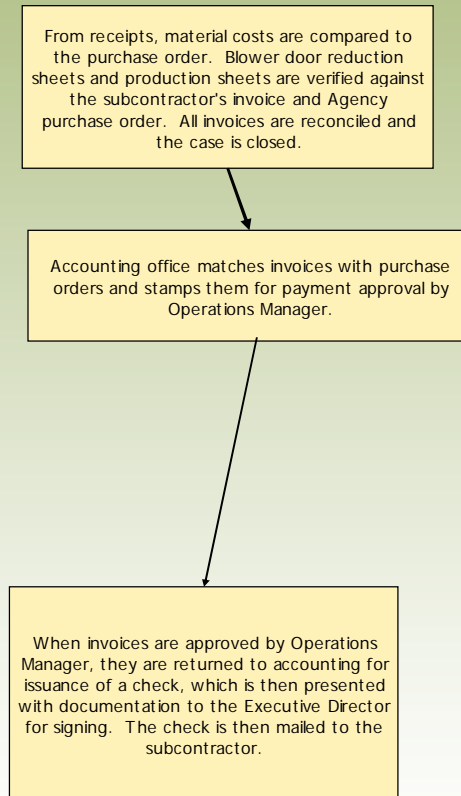
Materials are received and the subcontractor performs the work. Energy Auditor meets subcontractor at the home to perform and verify initial tests before the work is done.

Energy Auditor visually inspects all completed work and verifies that all materials ordered have been installed. Final audit tests are performed to ensure that targets are met.

When targets are met, receipts for materials are submitted to the Energy Coordinator.



# The Weatherization Process: Receipts & Payment



Beth Hobbs, Comptroller

# Procurement Procedure

**Equal Opportunity** - Positive efforts are made to utilize local small business and minority owned business sources of supplies and services. These efforts allow these sources the maximum feasible opportunity to compete for contracts utilizing federal funds.

**Free Competition** - Transactions are conducted in a manner that promotes free and open competition, to the maximum extent possible. Bids contain clear specifications and do not contain features which unduly restrict competition. Bidder selection is made on the basis of which bid is most responsive to the solicitation and most advantageous to the agency. Decisions are based on commonly-accepted criteria: availability, completeness of bid, delivery time, price, quality of product, record of past performance, service capability, and vendor dependability.

**Cost Analysis** - The Purchasing Department analyzes each bid from the standpoint of cost to determine how reasonable it is and also whether such a cost is allowable. Comparisons are made with quotations and with the current market prices for particular items. Note is taken of any discounts offered.

# Subcontractors must . . .

- complete specialized training as required by the Office of Economic Opportunity;
- own appropriate equipment to perform Weatherization measures;
- maintain insurance (worker's compensation, commercial general liability, automobile, and pollution occurrence liability);
- obtain 40 hours of Weatherization specific training annually; and
- be approved by OEO

(Note: Though we currently have a bank of qualified contractors, we periodically advertise.)



# Fraud Prevention

Fraud prevention is built into every phase of our Weatherization process. Every application is documented. All work is verified before payment is rendered. All transactions are performed in accordance with generally accepted accounting principles. We are proud of our record of having no findings or no questioned costs in each audit which is performed annually by an independent, outside audit firm.

# Contact information

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Thank you!